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ABSTRACT

Providing helpful hints for the job seeker, this booklet is designed to increase the reader's chances for getting a good job. The contents are divided into four sections. Section one presents the following forms to help the job seeker identify possible choices: personal checklist, skills learned in everyday life, and list of possible jobs. The second section provides instructions on how and where to look for a job. The third section discusses how to apply for the job, including the job application and interview. The final section presents tips for evaluating a job-search plan. The following materials are attached: instructions for writing a resume, a sample resume, a sample covering letter, and a sample job application form. (BM)

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Looking for a job can be a real problem, especially if you are new at it, or it has been a long time since you have had to do it. But it does not have to be that way. If you follow carefully the instructions contained in this booklet, you can increase your chance of getting a good job, no matter what your age, experience, or education may be.

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Introduction

Some methods of job-hunting get results. Some do not. The ones that do are based on these steps.

1. Plan carefully.
2. Make job-hunting a full-time job.

To begin a plan, ask yourself four questions.
What are my choices?
How and where should I look?
How should I apply?
How can I tell whether I have made a good plan?

You should spend as much time job-hunting as you would spend on a regular job. You were working, or you will be working, forty hours a week for an employer. You should work no less for yourself. Researchers have found that the longer one is unemployed, the harder it becomes to get a job. Do not delay! Plan and start your job search as soon as possible. Here are some hints that have worked for others.

1. Do not take little vacations from job-hunting. That will make things harder for you in the long run.
2. Start your job-hunting days at the same time you would go to work. Eight o'clock in the morning is about right. If you want to get a job, it's a good habit to have.
3. Work a full eight-hour day, but do not work and worry late into the night. You need a good night's sleep to refresh you for your next day of job-hunting.
4. Always be fifteen minutes early for appointments. If you must be late, telephone and explain why.
5. Follow up all job leads right away. If you learn of a job opening late in the day, call the company right away and arrange for an appointment the next day.
6. Each evening, make a list of the places you will call or visit the next day. This will save you much time and energy.

If you know exactly what kind of job you want, and are sure that you are qualified, you can skip to page 7. But if you are not sure of your qualifications OR if you want to change from the kind of work you have been doing, begin on page 2.

WHAT ARE MY CHOICES?

Why is making a choice so important? Employers will tell you that the most difficult person to interview is the one who says, "I'll take any kind of job" or "I can do anything." This kind of answer makes the employer decide what you can or cannot do, and he or she may make a mistake!

Do not let that happen to you. Make your own choices. First, look at your own qualifications: the things you have going for you. These include your education, training, personal habits, and skills you have learned on jobs, in volunteer work, or in your hobbies. Listing these things will make it easier for you to decide what kind of job to look for. It also will help you decide whether you need training, and what kind. To begin, answer the questions given in form 1 on page 3.

Work experience (both paid and volunteer work)

1. What did I like most about each of the jobs I have had? Why?

2. What did I dislike about each job? Why?

3. Why did I leave each job?

4. What special equipment, tools or materials did I learn to use on these jobs? How well can I use them?

Skills and abilities

1. What are my favorite hobbies? What do I like best about them? What kind of jobs contain similar tasks?

2. What tools, materials, and methods have I learned about in my hobbies? How well do I know them? In what kinds of jobs are these things found?

3. What were the things that I disliked about my hobbies? Why?

4. What have I learned in sports that might be helpful to me in a job?

5. What kind of clubs or organizations have I joined? Why did I join them?

Skills learned in everyday life are often useful in jobs. Form 2 on page 5 will provide you an opportunity to check those things you do best. You may want to add some skills to the list. Reviewing the list should help you to decide upon the kind of work or training for which you want to look.

Form 2. Skills Learned in Everyday Life

Skill	Can Do Well	Can Do Fairly Well	Cannot Do
1. Repair a radio or television			
2. Read blueprints and mechanical drawings			
3. Cut out and make clothing, following a pattern			
4. Work crossword puzzles			
5. Help elderly or sick neighbors			
6. Use dictionaries and encyclopedias			
7. Put jigsaw (picture) puzzles together			
8. Organize tasks by making lists, such as shopping or laundry lists or lists of chores in order of importance			
9. Organize games for neighborhood children			
10. Make model airplanes or cars			
11. Keep track of people's birthdays and anniversaries			
12. Fix a leaky faucet or drain pipe			
13. Keep a personal address book up to date			
14. Shingle a house or roof			
15. Set up a file for personal papers and letters			
16. Repair a power lawn mower			
17. Work for a community organization			
18. Read wiring diagrams			
19. Replace and adjust points and plugs			
20. Cook or bake, following recipes			
21. Organize and keep a file of recipes			
22. Fix a washing machine or dryer			
23. Give speeches to groups of people			

Review the form you just completed. Does it give you some ideas about jobs you might like to do? Write down in column 1 on form 3, the jobs that come to mind.

Form 3. List of Possible Jobs

Jobs (1)	I Am Qualified (2)	I Could Qualify, If Trained (3)	Training Unlikely (4)

If you think you have not given yourself a wide enough choice, there are at least three more places to get ideas.

1. If you are still in school, talk with a guidance counselor or a teacher whose opinion you value. Explain that you want help in deciding on the kind of work you would like to do. Take this booklet with you. The information you have written will make it easier for the teacher or the counselor to help you.
2. You can go to the Ohio Bureau of Employment Services. The address is on the back of this booklet. Ask to speak to an *EMPLOYMENT COUNSELOR* for help in choosing an occupation. Take this booklet with you.
3. Your local library will have many books on occupations. Ask the librarian for help.

If you find more possibilities, add them to your list.

Next, check the requirements for each job on your list, and fill in columns 2, 3, and 4 on form 3. A good place to find job requirements is the *Occupational Outlook Handbook,* published by the United States Department of Labor. You can get one in most public libraries or at any office of the Ohio Bureau of Employment Services. Or you may be able to find a book written entirely about the job of your choice. Another way to learn about job requirements is to talk with an employer who hires people for the occupation in which you are interested, or you can talk with someone who is employed in the occupation.*

* The people at your Ohio Bureau of Employment Services local office also will be happy to help you when you have questions, or need more information about your job choice.

For each job you listed on form 3, *one* of the following statements will apply:

You have chosen a job for which you are qualified. You are ready to go on to the next section, "Where to Look," on page 7.

OR

You have chosen a job for which you can qualify after job training. You should find the schools or training programs in which you can learn the desired occupation. If you need help finding the training,the Ohio Bureau of Employment Services can help. *Remember, many training programs are free.*

OR

You have chosen a job which may be beyond your ability or for which you can find no training. Go back to your list of jobs on form 3, or to the beginning of this section, page 2, and make a different choice.

HOW AND WHERE TO LOOK

Instead of asking yourself "Where can I get a job?" ask "Where can my skills be used?" If you already have some ideas, make a list of the companies, but do not stop there. Let others know that you are looking for a job. The more people you tell, the better. Not everyone will know about a possible job, but most will be able to suggest another person to ask.

You can get job leads from:

THE OHIO BUREAU OF EMPLOYMENT SERVICES: A free job service, offering the largest number of job listings. Your local job service office address is on the back cover of this book. It also can be found in the telephone book under "Ohio State Government."

TEACHERS AND GUIDANCE COUNSELORS: Your school may keep a file of job possibilities and may have a student placement service as well.

CHAMBERS OF COMMERCE sometimes keep a job file. Find the number of your local chamber in the telephone book.

NEWSPAPER WANT ADS: Check them daily.

UNIONS: See "Labor Organizations" in the yellow pages of the telephone book.

COMMUNITY ORGANIZATIONS, such as the Urban League, Community Action Organizations, NAACP, Ohio Commission on the Status of Women, and National Organization for Women.

CIVIC CLUBS AND LODGES, such as the Lions, Kiwanis, Elks, ZONTA, Eastern Star, Veterans of Foreign Wars, American Legion, Masons, and Knights of Columbus. You can find many more in the yellow pages of the telephone directory under "Fraternal Organizations" or Veterans' and Military Organizations."

CITY HALL AND STATE AND FEDERAL OFFICES can give you information on federal, state, or municipal civil service jobs.

THE YELLOW PAGES OF THE TELEPHONE DIRECTORY: If you know the goods produced or services performed by the job you want, this is a good place to look.

A wide variety of people may be able to help you find job leads. Ask people such as your friends, relatives, ministers, priests, rabbis, church board members, merchants with whom you trade, politicians, past and present employers, and as many others as you can call to mind. There are so many, in fact, that it is a good idea to make a list of all the leads you get. After each company on your list, leave space for notes about appointment times and dates, and dates to call back. When you have contacted everyone on the list, start at the beginning of the list and contact each one again. Someone who wasn't able to help you yesterday may be a big help in a few days. It's a good idea to set aside some time each day for finding new leads. You might decide to make your calls first thing in the morning. In the evening, always make a list of the calls you plan to make the next day. If you are looking for a professional or sales position you will need to make a résumé. Many good books on this topic can be found in the public library, but brief instructions and a sample résumé and covering letter are included on pages 14 through 17.

Letter, Telephone Call, or Personal Visit?
In general, a letter should be used if a personal interview is impossible, or if the employer requests one, or if you are interested in certain clerical jobs, such as executive secretary.

If you write a letter:

1. Keep it short and to the point.
2. State exactly the job you are seeking.
3. Write to the personnel director of the company, using his or her name. Make sure the spelling is correct!
4. Describe your qualifications briefly.
   a) Courses you took related to the job

b) Your grades, if they are a strong point
c) Companies you worked for, and position held if your work was related to the job you are seeking

5. Include your name, address, and a telephone number at which the employer can be sure to reach you during the day.

Usually, the best way to get an interview is to visit the employer yourself. You may use the telephone beforehand to learn the name of the personnel director, or to get information about the company. But go in person if you can, and go alone.

Now you are ready to apply for a job! You have two important advantages over many other job seekers.

1. You have a choice of occupation.
2. You have determined that you are qualified for that occupation.

This saves time and energy for you and for the employer. The employer will be impressed with you for taking the trouble to do things right.

HOW TO APPLY

The Job Application Form

When you apply for a job, you will be given an application form. A sample application is included on pages 18 through 21. Complete it thoughtfully and carefully. If you take this booklet and the completed sample application to job interviews, you can copy most of the information onto the employer's form. Remember, the employer will judge your reading and writing ability from the way you fill out your application. Be sure to do a neat job, and follow instructions. Having a neat, correct application is as important as being neat, clean, and appropriately dressed for an employment interview.

Checklist for Completing a Job Application Form

1. Did I follow the directions printed on the form? Some employers want applications filled out in pencil; others prefer black or blue ink. Printing is usually requested rather than handwriting.
2. Did I complete each item? Answer all questions as accurately and briefly as possible.
3. Are all the dates accurate? Use your sample job application form to check.
4. Was I truthful? If you get the job, deliberate false answers or omissions on the application form may cause the employer to fire you.

The Interview

Whether you are hired depends a lot upon your interview. Everyone has opinions — and advice — on how to handle an employment interview. We have tried to base our advice on the suggestions of researchers who have studied what employers expect from workers. Of course, every employer wants to hire people who are able to do the job. But research reveals two other things that many employers consider to be even more important than ability. One is willingness to follow company rules, and the other is attitude. Eighty percent of the employers studied rate these two things more important than ability to do the job.

Ability to read and write is often required for a job. This ability is important, but research has shown that personal appearance is almost as important to employers as reading and writing ability. This is true even for jobs in construction. Good personal appearance is probably regarded as a sign of both willingness to follow rules and positive attitude.

Certainly, employers want to know whether you are able to do the job. But also they want to know if you are willing to follow the company's rules. They also will try to find out whether you have a "positive attitude." And they *will* be influenced by your personal appearance. If you want to be hired, you must show them that you have these qualities. The information on the pages that follow suggests some ways to show an employer you have the ability to do the job, willingness to follow the rules, and a "positive attitude."

Employers interview you to find out why you should or should not be hired. The more you help them with this task, the better your chance of being hired. Tell them right away which job you want. Then, *within the first five minutes of the interview*, describe the skills that make you able to do the job. Take the first chance you get to explain your job skills!

To do this, you must be well organized. You must know what is required on the job, and you must know how you meet these requirements. You can and should find out the job requirements by reading about them in the library, or by asking someone who works on the job.

Then check your sample job application form on pages 18 through 21 and your personal checklist on pages 3 and 4. Compare the job requirements with the information you put on the sample application and your checklist. Look for the experience, training, and personal

qualities that qualify you for the job. These are the skills you must present to the employer in the first five minutes of the interview.

When an employer asks you a question about yourself, answer it in terms of your qualifications for the job. This is especially true when you are asked "trick" or "open-ended" questions, such as:

1. "Tell me a little bit about yourself."
2. "Why are you here?"
3. "What can I do for you?"
4. "Tell me your story."

It is easy to answer such questions the wrong way! You may think you are being asked to talk about your personal or financial problems, but you are not. Always answer such questions in terms of the job you want and your qualifications for the job.

In addition to your job skills, employers will look closely at your ability to read, write, talk, and listen. Do not panic if you have trouble in these areas. You cannot do much to increase these abilities in a short time. But you can emphasize the abilities that you do have by presenting them in the best possible way.

1. Speak as clearly as you can. Don't mumble!
2. The employer will usually lead the interview. You should follow this lead. Listen carefully to what the employer says.
3. Don't "butt in," but *do* ask questions if you don't understand something.
4. "Eye contact" is an important way of showing that you're paying attention. Look at the employer, not at the floor.

If you feel uncomfortable looking people in the eye, here's an old trick: Don't look into their eyes, but look at the tip of the nose or in the middle of the forehead. It works. Try it with a friend, if you do not believe it.

Positive attitude: what is it and how do I get one? Attitude is a word that is difficult to define, although everybody has some idea of its meaning. It is often incorrectly thought of as something you have that makes you "worthwhile," but that is no help in finding out whether you have it, nor does it help you get it if you don't have it. Attitude is not a separate *thing* that you *have*. It is a lot of different ways of behaving, all combined. If someone is nice to you, shakes your hand warmly, listens to what you say, dresses well, is neat and clean, and in general values the same things you do, you are likely to think well of his or her attitude. If the way you behave is pleasant, agreeable, and useful to others, they will probably say you have a "good" attitude.

There are several things you can do to show an employer you have a good attitude and are willing to follow the rules.

1. During the interview, be sure to show that you are enthusiastic about working. If you really want to work for the employer, say so.
2. Walk briskly and shake hands firmly.
3. Do not take anyone with you to an interview. Go alone.
4. Do not discuss wages until the end of the interview.
5. Do not argue with the employer. Keep your opinions out of the interview as much as you can.
6. Do not try to get the job on sympathy. Keep your personal or financial problems out of the interview.
7. Never complain about former employers or co-workers.
8. Dress the way workers at the company do. Be clean and neat.
9. Be truthful in all your answers to the employer.
10. If you have a handicap that is easy to see, do not wait to be asked about it. In the first two minutes of the interview, tell the employer why your handicap does not interfere with your ability to do the job.
11. Be fifteen minutes early for all appointments. If you cannot be on time for some reason, telephone and explain why.

Closing the interview. The way you end an interview is almost as important as the way you begin. Few people stop to think how important good manners are at this point. Employers' feelings can be hurt, too, and if they are, you can kiss the job good-bye. Even if the interview has been a strain, do not act as though you are glad it is over, and do not forget to thank the employer for the time taken with you. Also thank the receptionist. His or her opinion of you may count more than you think. If the employer seems the least bit interested in hiring you, make arrangements to call back later to see what has been decided. Try to make an arrangement to call the employer at a specific time. You might say something like this:

"Thanks a lot for your time. I would really like to go to work here. It may be hard to reach me by telephone while I am out looking for work. May I call you on Tuesday morning to see what your decision is?"

When your interview is over, do not stay and chat. It makes you look as though you have nothing better to do.

After the interview, review the checklist on page 13 to see how well you did in the interview. This should help you do even better on the next job interview. "Practice makes perfect" is an old saying, but it's true. Find out where you have made mistakes and then practice the right things instead of making the same mistakes over and over.

HOW CAN I TELL WHETHER I HAVE MADE A GOOD PLAN?

1. Do you have a plan for your job-search? If not, begin reading on page 1.
2. Are you looking for a job eight hours a day during the week? If not see page 1.
3. Do you know what kind of job you are looking for? For help in making a choice, see pages 2 through 7.
4. Have you made a list of the companies to which you will apply for a job? If you have not, do it now. See page 8.
5. Each evening do you make a list of the companies you plan to call on the next day? If you are not, give it a try and see how much time you will save.
6. Are you having trouble finding job leads? See pages 7 through 9.
7. Did you fill out the employer's job application form correctly? If you are not sure, see page 9.
8. Do you think the employer believes you have a bad attitude? If you do, review pages 11 and 12.
9. Did you give the employer the idea you are willing to follow the rules? If you are not sure, follow the directions on pages 10 through 12.
10. Did you tell the employer the exact job for which you are applying? If not, do so next time. If you do not have a job choice, see pages 2 and 10.
11. Did you explain your skills for the job within the first five minutes of the interview? If not, review page 10.
12. Did the employer ask you questions that you did not know how to answer? Page 11 will tell you how to deal with such questions.
13. Did you pay close attention to what the employer said? If you did not, the employer may pay no attention to you. See page 11.
14. Did you understand what the employer was talking about? If not, you should ask questions next time. See page 11.
15. Did the employer seem not very interested in you as a person? Study pages 10 through 12.

Most people must go to quite a few employers before getting hired. If the first few employers you try do not hire you, keep trying. People looking for work are often turned down ten or fifteen times before they finally get a job. If you get discouraged and quit looking, you will not find job hunting is any easier when you begin again.

Once in a while you will find an employer who "puts you down." It is not very pleasant, but you cannot let it bother you. Keep trying. Do not feel sorry for yourself. Most employers do not treat people that way.

It may help you to remember that even very successful job hunters are often turned down many times before getting a job. You, too, can be successful if you do not get discouraged when you are turned down or treated badly. Remember, many qualified, able people fail to get jobs just because they give up too soon.

Attachment 1

WRITING YOUR RÉSUMÉ

A résumé is a brief summary of the applicant's employment experience, education, and personal background. It is a basic tool for the person who is applying for a professional or highly skilled position. Many employers require a résumé. One page, or two at the most, is recommended. Though brief, a résumé must provide a vivid picture of the applicant and his or her qualifications. The guidelines that follow will help you write your résumé.

Personal Identification
Start with your name, address, and telephone number. Give a telephone number which will be answered during normal business hours.

Employment Objective
State the title of the position in which you are interested. If you are qualified for more than one job, list the titles in order of preference.

Experience
Your job title states your abilities in general terms. Your work history fills in the details. Arrange your history by time or by function, whichever presents you in the better light. Military experience and training, if pertinent, should be treated the same as civilian.

Time arrangement. If your most recent experience is your best, and therefore most marketable, begin with your last employer. For each employer include dates of employment, your job title, name and address of employer, a brief description of employer's business, and a full description of your job. Job descriptions are the vital part of a résumé. Write in the first person. Begin sentences with verbs to avoid using "I". For example: *Posted and audited books of original entry.*

Functional arrangement. Your work history should be arranged by function if it is not impressive in a time pattern. Describe your experience by including under one heading all that you have done in a particular occupation or field of work. For example, if you did sales promotion work in several previous jobs and are now interested in a sales promotion position, you would list all of your experience in this field under the title "Sales Promotion." Dates of employment and names and addresses of employers would be listed separately. The functional arrangement can be used to minimize certain problems. Use it if your last job was not your best or if your record shows considerable unemployment.

Education
Do not give in detail unless the job requires it or your work experience is limited. If you want to emphasize your education, put it before your work history. Military experience and training, if pertinent, should be treated the same as civilian.

College level. List all degrees, starting with the highest. Give name and location of college or university, degrees conferred, year received, and major field of study. If you did not graduate, list courses directly related to your occupation. Include job-related extracurricular activities. Include significant scholastic honors. Omit high schools.

High school level. Give name and location of high school and year of graduation. Include class standing if it is an asset. Include job-related extracurricular activities.

Other education. Include any other pertinent schooling, such as vocational, professional, or military schools. List related professional licenses and certificates. Do not overlook correspondence courses and informal studies which might enhance your performance in the job for which you are applying.

Other Information
You may include job-related hobbies, special skills, inventions, patents, and articles or papers you have written. Give additional personal information only if it is pertinent to the job you seek.

Production
Typewrite your résumé on 8½" x 11" plain white bond paper. Have thirty or forty copies reproduced commercially. The higher the quality of the printing job, the better. Do not use mimeograph, carbon, or spirit master copies.

Writing the Covering Letter
Whenever you mail your résumé, include a covering letter. It adds the final touches and personalizes your reply. The letter should point up your qualifications for the particular job that you are seeking. If you are responding to an employer's announcement, cover all of the qualifications specified by the employer. Type each letter separately. Generally, form letters are not advisable.

Attachment 2

SAMPLE RÉSUMÉ

A. P. Jones
8492 Skyway Drive
Columbus, Ohio 43217
(469) 513-4723

EXPERIENCE — EMPLOYMENT OBJECTIVE: SALES MANAGER

Since 1970 — **Sales Manager,** Delford Corporation, Columbus, Ohio, manufacturer of cranes, conveyors, and monorail systems. Supervise nationwide sales organization (fifteen manufacturer's representatives). Gross annual sales: $75 million. Recruit and hire new salespeople. Conduct sales training program.

1965-70 — **Sales Engineer,** Beach Company, Louisville, Kentucky, manufacturer of air conditioning equipment. Determined specifications, designed, and installed industrial air conditioning systems. Sold such equipment and systems throughout Ohio, Kentucky and Indiana.

1962-65 — **Design Engineer,** Coldway International Corporation, Newcomerstown, Indiana, manufacturer of commercial refrigeration equipment. Refined designs of existing line of refrigeration units. Worked in research and development of heat pumps for aerospace applications.

EDUCATION — Ohio State University, Columbus, Ohio,
Bachelor of Mechanical Engineering, 1962

OTHER — Member, Gamma Delta Iota, International Engineering Honorary. Past treasurer, Ohio Association of Mechanical Engineers.

Attachment 3

SAMPLE COVERING LETTER

8492 Skyway Drive
Columbus, Ohio 43217
January 28, 1975

Mr. F. A. McBride, Personnel Manager
Cordex Manufacturing Company
7411 Highland Way Pike
Columbus, Ohio 43225

Dear Mr. McBride:

I am interested in the position of sales manager which you advertised recently in the *Wall Street Journal.*

The enclosed résumé outlines my thirteen years' experience in engineering and sales. During my past five years as sales manager for the Delford Corporation, our gross annual sales have increased from $25 million to our present annual figure of $75 million.

Should my qualifications be of interest to you, please suggest arrangements for a personal interview.

Sincerely yours,

A. P. Jones
513-4723

Attachment 4

SAMPLE JOB APPLICATION FORM

To be used either to:

1. Help you to make a choice of jobs.
2. To take with you on job interviews, so you can quickly copy information from this worksheet onto the employer's job application.

Name _____ (Last / First / Middle) Social Security Number _____

Present address _____

City _____ State _____ Telephone _____

Last previous address _____ How long have you lived at present address? _____

For what position(s) are you applying? _____

Have you had any serious illness, injury or surgery in past five years? _____ Explain: _____

Do you have any physical disability? _____ Explain: _____

Have you any "sideline" business interest? _____ If so, explain: _____

Have you ever been convicted of a crime? _____ Explain: _____

In case of accident, notify _____ (Name) _____ (Relationship)

_____ (Address) _____ (Telephone)

EDUCATION AND TRAINING

	Name and Location of School	Years Attended	Course of Study	Date Left	Did You Graduate?
Grade School					
High School					
College or Vocational School					

List any special training or experience you have. _____

_____

19

MILITARY RECORD

Have you ever served in the armed services of the United States? _____ Which branch? _____ Rank _____

Date entered _____ Date released _____ Reason for release _____

Type of duties performed _____

Do you have any reserve or national guard obligations? Explain: _____

Military training schools attended _____

SAMPLE JOB APPLICATION FORM *(Continued)*

EMPLOYMENT HISTORY

Employer's Name and Address	Kind of Work	Wage Rate	Date Started	Date Left	Reason for Leaving
1.					
2.					
3.					
4.					

List all periods of unemployment since leaving school.

1. From_____ to _____ Reason _____
2. From_____ to _____ Reason _____
3. From_____ to _____ Reason _____
4. From_____ to _____ Reason _____
5. From_____ to _____ Reason _____

REFERENCES (get permission before using names here. Do not list relatives.)

	Name	Address	Telephone	Occupation
1.				
2.				
3.				
4.				

DISCRIMINATION IN EMPLOYMENT

You should not decide against any kind of work just because it is not customary for people of your age, sex, color, race, religion, national origin, or ancestry to choose such work. If you believe that you have been discriminated against or if you have any question regarding discrimination, you should telephone or go in person to any of the places listed below for help.

THE OHIO BUREAU OF EMPLOYMENT SERVICES You can get help from any of the bureau's job service offices. Ask for either the equal employment representative or the local office manager. If you should need the help of an agency other than the Ohio Bureau of Employment Services, the local office can help arrange service from any of the agencies listed below.

THE EQUAL EMPLOYMENT OPPORTUNITY COMMISSION

Cleveland District Office
Engineers' Building, Room 402
1365 Ontario Street, 44114
(216) 522-4793

Cincinnati District Office
8525 Federal Building
550 Main Street, 45202
(513) 684-2851

THE OHIO CIVIL RIGHTS COMMISSION

Central Office
220 Parsons Avenue,
Columbus Ohio 43215
(614) 466-5928

680 Rockefeller Building
614 West Superior Street,
Cleveland Ohio 44113
(216) 579-2800

Room 410, Gardner Building
506 Madison Avenue,
Toledo Ohio 43604
(419) 241-9164

Room 350, Commerce Building
100 East Eighth Street,
Cincinnati Ohio 45202
(513) 852-3344

5 East Buchtel, Room 304
Akron Ohio 44308
(216) 253-3167

Grant Deneau Building, Suite 222
40 West Fourth Street,
Dayton Ohio 45402
(513) 228-3612

THE WAGE AND HOUR DIVISION OF THE UNITED STATES DEPARTMENT OF LABOR This is the place to make complaints about age discrimination. In addition to the area offices listed below, field offices are located in most major Ohio cities.

Cincinnati Area Office
1010 Federal Office Building
550 Main Street, 45202
(513) 684-2942

Cleveland Area Office
817 Federal Office Building
1240 East Ninth Street, 44199
(216) 522-3892

Columbus Area Office
700 Bryden Road, 43215
(614) 469-5677